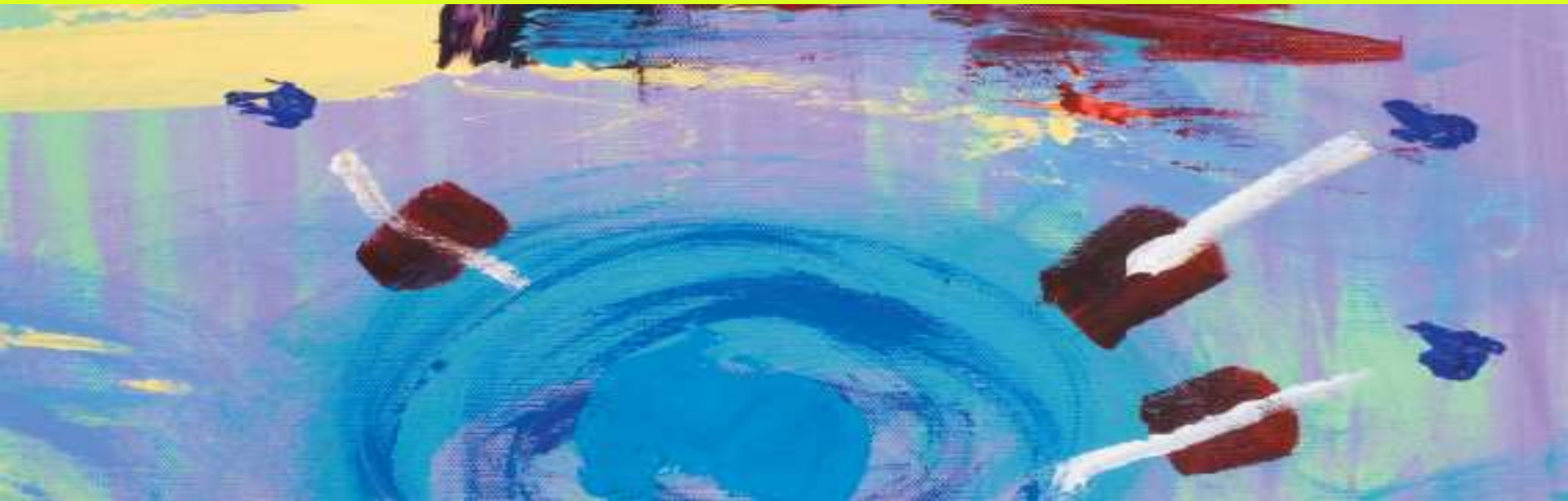


# **Microsoft PowerPoint 2010- Illustrated**

## **Unit D: Finishing a Presentation**



# Objectives

- Modify masters
- Customize the background and theme
- Use slide show commands
- Set slide transitions and timings

# Objectives

- Animate objects
- Inspect a presentation
- Evaluate a presentation
- Create a template

# Modifying Masters

- Each presentation has a set of **masters**
- Masters store information on **theme** and **slide** layouts including:
  - position and size of text and content placeholders
  - fonts and slide background
  - color and effects

# Modifying Masters

- There are three Master views:
  - **Slide** Master view
  - **Handout** Master view
  - **Notes** Master view
- Changes made to masters appear on slides, notes and handouts respectively

# Modifying Masters

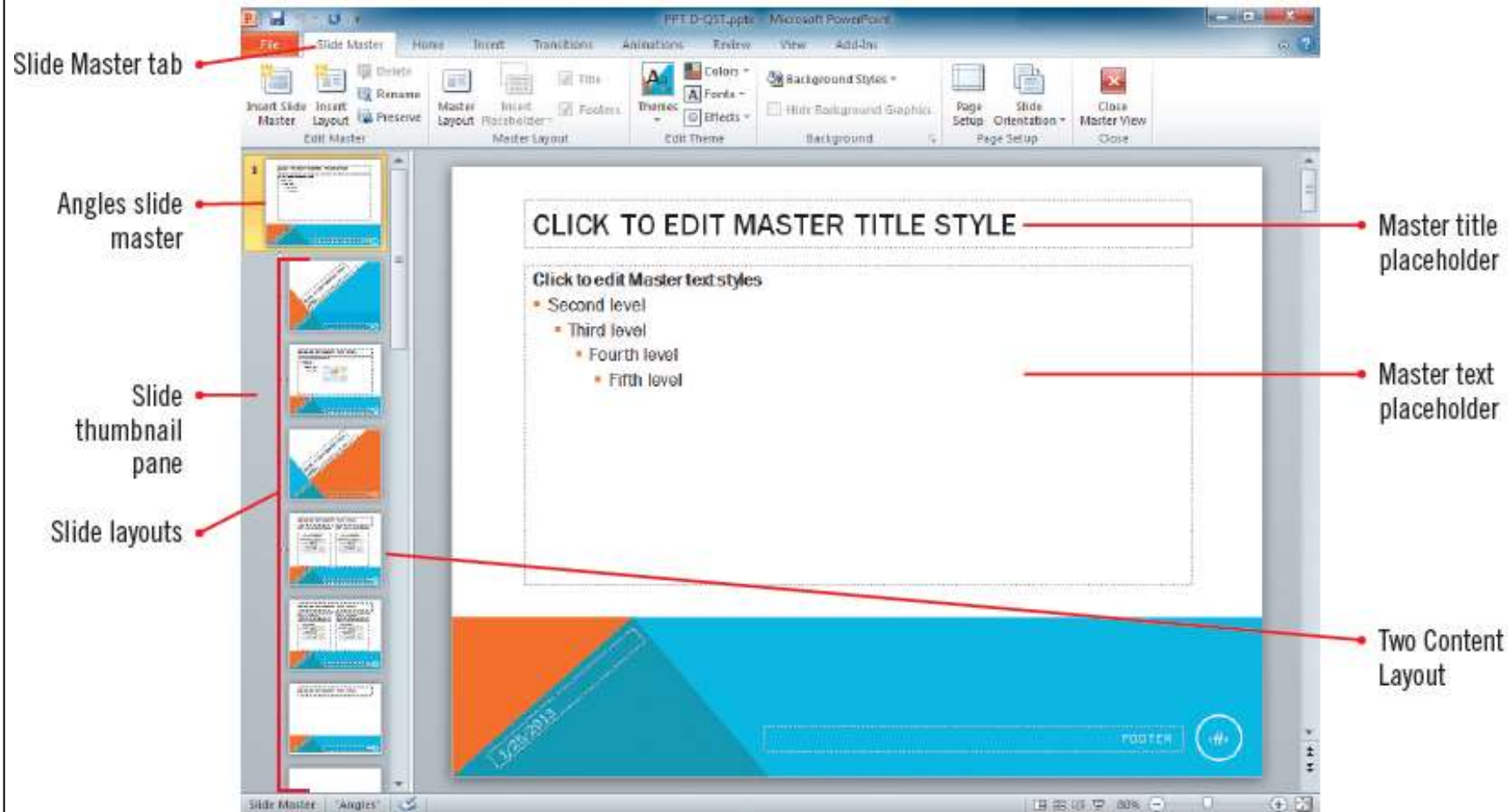
- The primary benefit to modifying a master is that you can make **universal** changes to your whole presentation instead of making individual repetitive changes to each of your slides



# Modifying Masters

- To view a slide master click the View tab, then click the Slide Master button in the Master Views group
- The left pane displays thumbnails of each layout of the slide master

# Modifying Masters





# Customizing the Background and Theme

- The **background**, which is on every slide, is the area behind the text and graphics
- A **background graphic** is an object placed on the slide master
- You can modify the background with images and color to enhance slides

# Customizing the Background and Theme

- You can also apply a **background style** which is a set of color variations derived from the theme colors
- **Theme colors** are coordinated colors that determine the colors for all slide elements including:
  - text, lines, hyperlinks,
  - shadows, accents, and backgrounds

# Customizing the Background and Theme

- To apply a background style
  - Click the Design tab on the Ribbon, then click the Background Styles button in the Background group
- To apply a theme
  - Click the Colors button in the Themes group, move the pointer over each of the built-in themes, then click the theme you want

# Customizing the Background and Theme

The screenshot displays the Microsoft PowerPoint 2010 interface. The main slide, titled "EXPLORER'S TRAIL", features a compass icon, the subtitle "Itinerary: Vancouver – Calgary", and a section "Route highlights" with four bullet points. A landscape photograph of a mountain valley is on the right. The slide has a blue and red geometric background. The left sidebar shows a slide thumbnail grid. Red arrows point from text labels to specific elements: "New theme fonts" points to the title and bullet points; "New theme effects applied to SmartArt graphic" points to a SmartArt graphic on slide 4; "New theme colors" points to the blue and red background colors.

**New theme fonts**

**New theme effects applied to SmartArt graphic**

**New theme colors**

**EXPLORER'S TRAIL**

**Itinerary: Vancouver – Calgary**

**Route highlights**

- Historical transcontinental railroad and the Last Spike monument
- World famous Wolf Creek Bridge and Rich Bar Tunnels
- Bucking Bull Pass in the Continental Divide
- Follow the famous path of naturalist explorer John Henry Williamson

Click to add notes

# Using Slide Show Commands

- You can show a PowerPoint presentation using Slide Show view – which fills the **entire screen**
  - In Slide Show view, you can **annotate** slides (draw on them) or jump to specific slides
- To get started, click the Slide Show button on the status bar



# Using Slide Show Commands

**WESTERN PASS**

**Itinerary: Vancouver – Kamloops – Jasper**

**Route highlights**

- Splendid views of the raging waters of Anderson Gorge
- Tranquil beauty of Mount Robson – highest peak in the Canadian Rockies
- Whitewater rafting on the Fraser River to Black Gulch
- Jasper National Park

**Highlighted annotations**

**Pen annotation**

**Pen Options menu button**

**Slide Show menu button**

**Click to move to the next slide**

**7**

The image shows a PowerPoint slide titled "WESTERN PASS" with a compass rose icon. The slide content includes an itinerary "Vancouver – Kamloops – Jasper" and a list of route highlights. The highlights are: "Splendid views of the raging waters of Anderson Gorge", "Tranquil beauty of Mount Robson – highest peak in the Canadian Rockies", "Whitewater rafting on the Fraser River to Black Gulch", and "Jasper National Park". The text "Anderson Gorge" and "Jasper National Park" are highlighted in yellow. A red oval is drawn around a building in a photograph of a snowy mountain landscape. Red lines with labels point to various elements: "Highlighted annotations" points to the yellow highlights; "Pen annotation" points to the red oval; "Pen Options menu button" points to a speech bubble icon in the bottom left; "Slide Show menu button" points to a square icon in the bottom left; and "Click to move to the next slide" points to a right arrow icon in the bottom left. A blue footer bar at the bottom contains a white circle with the number "7".

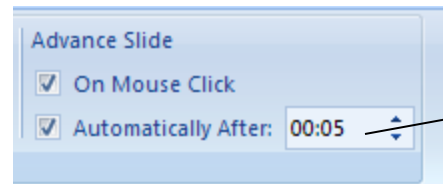


# Setting Slide Transitions and Timings

- **Slide transitions** determine how a slide moves in and out of view during the slide show
  - Transitions are organized by type into three groups
  - To start, click the Transitions tab on the Ribbon

# Setting Slide Transitions and Timings

- **Slide timing** refers to the amount of time a slide is visible on the screen
  - Each slide can have a different slide timing
- Use the Advance Slide settings on the Transition tab



Number of seconds  
slide will appear

# Animating Objects

- **Animations** let you control how objects and text appear on the screen and allow you to manage the flow of information and emphasize specific facts
  - You can animate text, graphics, sounds, hyperlinks, SmartArt diagrams, charts and chart elements

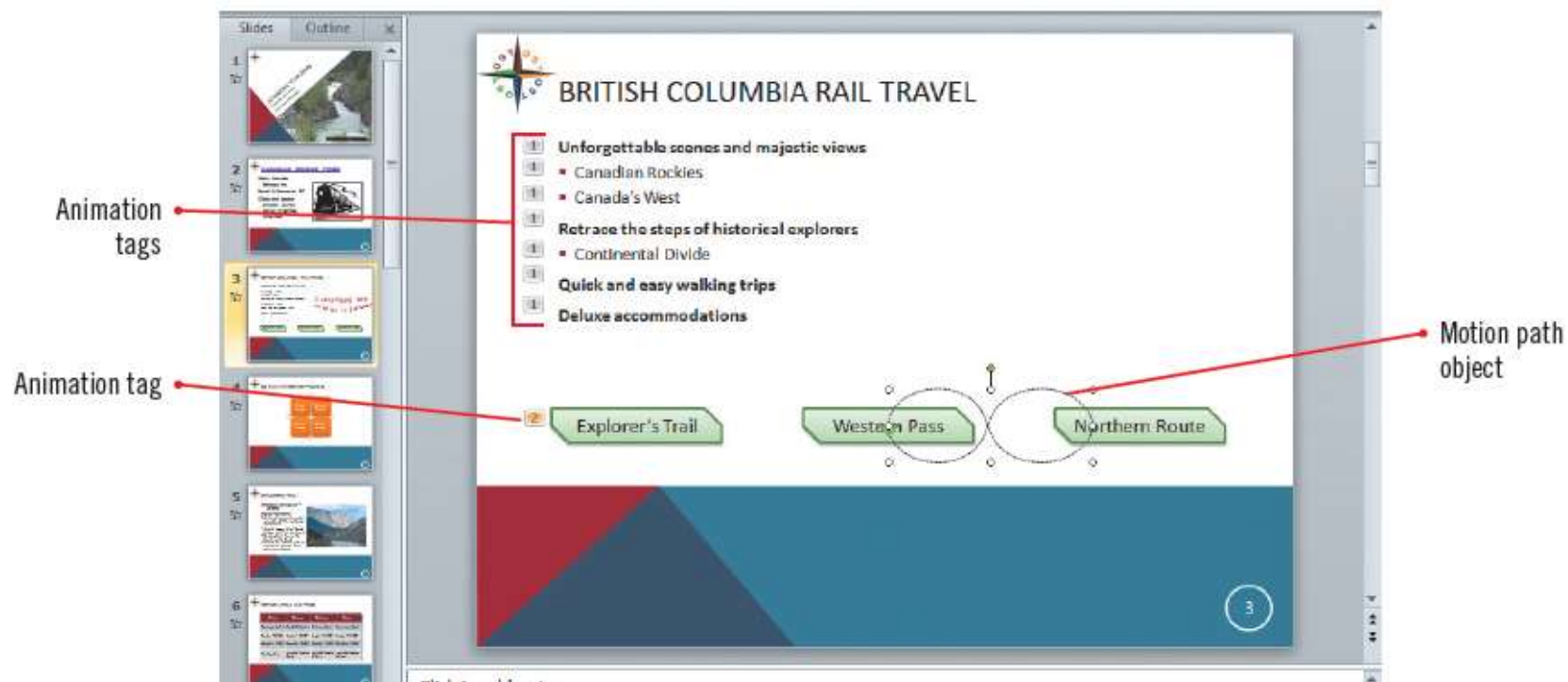
# Animating Objects

- There are four categories of animations:
  - **Entrance** animations
  - **Exit** animations
  - **Emphasis** animations
    - causes an object visible on the slide to have an effect
  - **Motion Path** animations
    - causes an object to move on a specified path on the slide

# Animating Objects

- A small numeral 1, called an **animation tag**, appears at the top corner of the picture.
  - Animation tags identify the **order** in which objects are animated during slide show.

# Animating Objects





# Inspecting a Presentation

- Before you post a presentation, you should inspect it using the Document Inspector
  - The **Document Inspector** looks for hidden data and personal information stored in the file itself or in the document properties

# Inspecting a Presentation

- **Document properties** are also known as metadata and includes specific data about the presentation
- Document properties include:
  - Author's name
  - Subject matter
  - Title
  - When file was created

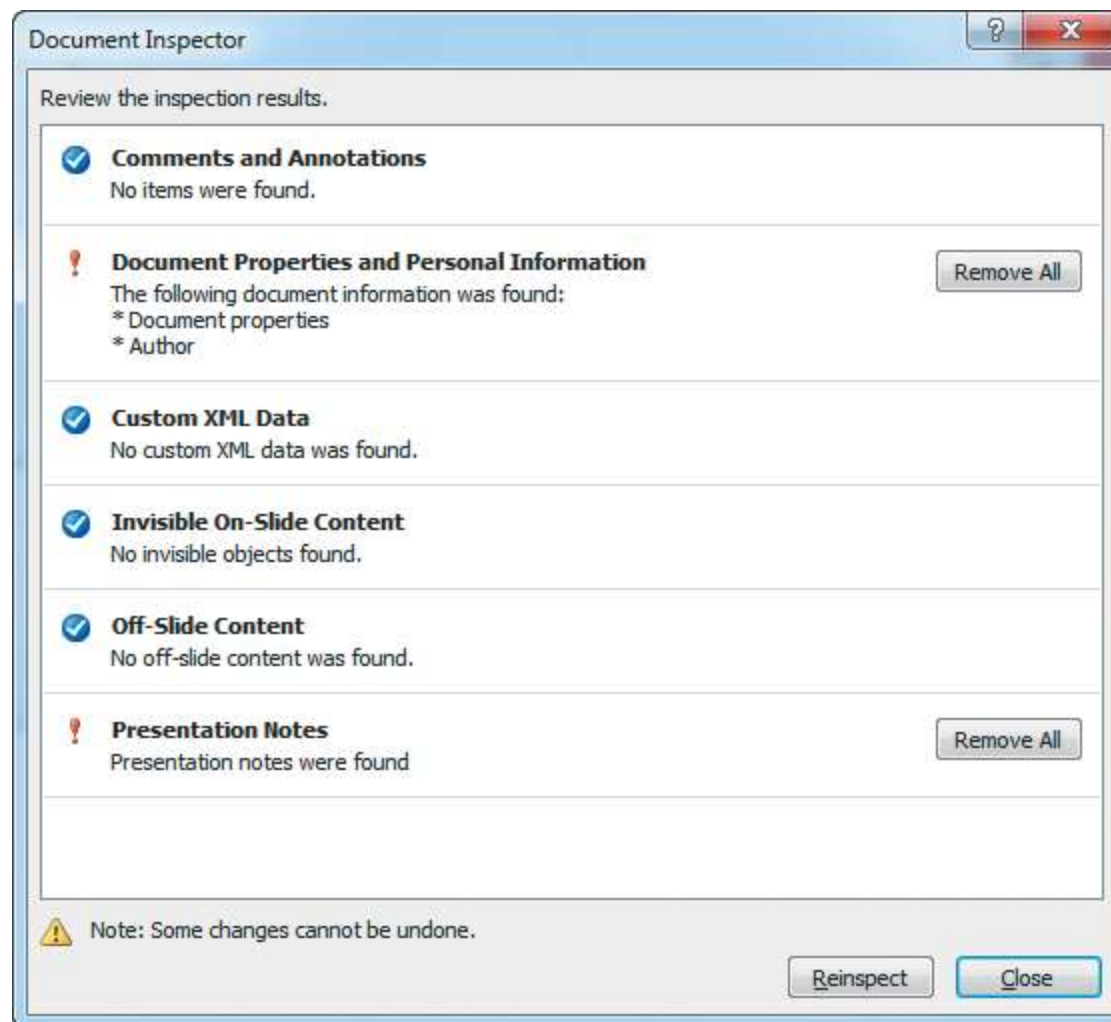
# Inspecting a Presentation

- Document Inspector can also find and remove:
  - Presentation notes
  - Comments
  - Ink annotations
  - Invisible on-slide content
  - Off-slide content
  - Custom XML data

# Inspecting a Presentation

- Click the File tab on the Ribbon, with Info selected, click the Check for Issues button in the center pane, click Inspect Document, then click Yes to save the changes to the document
- The Document Inspector dialog box opens

# Inspecting a Presentation



# Inspecting a Presentation

- You can use the Protect Presentation button, then choose Mark as Final, to make your presentation read only
- A **read-only** file cannot be edited or modified



# Evaluating a Presentation

- To evaluate a presentation means to look at its **design** as well as its **content**
  - Evaluate your presentation to determine how well your audience will receive it

# Evaluating a Presentation

impact	description
Visual reception	75% of all environmental stimuli is received through visual reception
Learning	55% of what an audience learns comes directly from visual messages
Retention	Combining visual messages with verbal messages can increase memory retention by as much as 50%
Presentation goals	You are twice as likely (67%) to achieve your communication objectives using a visual presentation
Meeting length	You are likely to decrease the average meeting length by 26.8% when you use a visual presentation

# Evaluating a Presentation

- Important points about evaluating your presentation
  - Keep your message **focused**
  - Keep your text **concise**
  - Keep the design **simple**
  - Choose attractive **colors**

# Evaluating a Presentation

- Important points about evaluating your presentation
  - Choose fonts and styles that are **easy to read**
  - Emphasize **important** text
  - Use visuals to help communicate your **message**

# Creating a Template

- You are not limited to using just the standard themes PowerPoint provides
- You can use a **template**, a type of presentation file that contains custom design information

# Creating a Template

- You can create a template from a new blank presentation or modify an existing presentation, then save it as a template
- Templates have the **.potx** extension added to the filename



# Summary

In this chapter you learned how to:

- Modify masters
- Customize the background and theme
- Use slide show commands
- Set slide transitions and timings

# Summary

In this chapter you learned how to:

- Animate objects
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